## W-2 ANNUAL FTE REPORT

Full-Time Equivalent (FTE) Staff

Calendar Period: January 1, 2004 - December 31, 2004

Provider Name:

Name of Person Completing This Form:

In the following charts submit the annual salary for all staff in your agency that are paid by funds received through the Wisconsin Works (W-2) and Related Programs Contract. Include the staff classification, i.e. Financial and Employment Planner (FEP), Administrator, Accountant, etc. for each member of your staff. Report the percentage of salary charged to W-2 and the total annual W-2 funds paid for that staff member. Report all W-2 Direct and Shared Services Staff in the first chart and all Direct, Shared, and Indirect Administration staff in the second chart. (See Administrator's Memo 04-04 for examples of administrative costs and direct costs.)

Example W-2 Direct and Shared Services Staff				
Classification	Annual Salary	Percent of Salary Charged to W-2	Total W-2 Expense	
<b>Economic Support Specialist</b>	\$25,000	25%	\$6,250	

W-2 Direct and Shared Services Staff				
Classification	Annual Salary	Percent of Salary Charged to W-2	Total W-2 Expense	

Example				
W-2 Direct, Shared, and Indirect Administration Staff				
Classification	Annual Salary	Percent of Salary	Total W-2	
		Charged to W-2	Expense	
Accountant	\$40,000	10%	\$4,000	

W-2 Direct, Shared, and Indirect Administration Staff					
Classification	Annual Salary	Percent of Salary Charged to W-2	Total W-2 Expense		

An electronic (soft copy) of the completed report or a payroll-generated report attached to the W-2 Annual FET Report form for calendar year 2004 is due to your regional office by March 31, 2005.